

ACS Direct Loan Job Aid

Scope

This Direct Loan Servicing System Manual Entry Job Aide covers the procedures that the ACS contractors need to perform their Direct Loan transactions.

This procedure covers the 7 types of manual on-line entries (transactions) processed by the ACS contractors in Rockville, MD using in Application Desktop Integrator (ADI) and the FMS Oracle application. The 7 on-line entries are:

1. **Manual Journal Vouchers** - This could be any type of manual transactions needed to book miscellaneous adjustments via the G/L transaction input.
2. **Excess Cash** - Manually book excess cash deposited via the G/L transaction input.
3. **Manual Debt Collection Services (DCS)** - DCS refunds are received by ACS Rockville, logged and batch is sent to DCS Texas. Every 2 weeks the DCS log is tallied and a TC 49 01 Us (DCS Refund) Journal Voucher is processed via the G/L transaction input.
4. **Reissues** - ACS Rockville receives the monthly log of treasury cancelled or undelivered checks. ACS Rockville processes the necessary reversal entries for the corresponding SF-1166 stage entries via the reissue checks entry screen.
5. **SF-5515 Deposit Adjustments Tickets for Collections** - Manual correcting entries are prepared by ACS via the SF-5515 debit voucher request from the Department of Education for normal NSF transactions, transposition or encoding errors, duplicate posting errors, deposit corrections or offset deposits, foreign returned checks and deposit reversal correction.
6. **Summary Deposits** - Manual entries are prepared by ACS via the SF-215 deposit ticket request from the Department of Education to record summary deposit transactions using transaction code debits (1010) and Credits (1357).

7. **Manual Refunds** - ACS Rockville processes refund requests from Direct Loan Partners. ACS uses these requests to manually establish payee information via the Vendor Maintenance Screen and processes the refund invoices via the Direct Invoice Entry Screen. The refunding information is converted into an SF-1166 file that is passed to the Department of Treasury. The Department of Treasury then mail a check to the payee based on the information in the SF-1166 provided by the ACD refunding input. There are four types of refund request batches that are received by ACS Rockville:

- Overpayment Refunds
- Unapplied Payment Refunds
- EDS Refunds
- Debt Collection Services (DCS) Refunds

There are 2 electronic files Loan Servicing sends to ACS Rockville:

1. **Autolog** - An Excel spreadsheet containing vendor and invoice information. Should import vendor and invoice information into Oracle Payables
2. **Debt Collection Services (DCS)** - An Excel spreadsheet containing columns that compare DCS and DL serving's principle (PBO) and interest (INT). The columns used to create a Journal Voucher type entry are Reclass PBO and Reclass INT. Should import journal vouchers into Oracle G/L.

This procedure does not cover accounting procedures.

System References

N/A

Policy

All policy is covered in the ACS contract accomplished by the Department of Education Direct Loan Servicing Center.

Calendar of Events

The primary responsibility for ACS personnel is to perform all Direct Loan accounting transactions in ADI or FMS Oracle. A Calendar of Events section follows showing what and when transactions will be accomplished:

Calendar of Events Schedule

Event	Manual JV Entry	Book Excess Cash	Manual DCS Refunds	Reissues	SF-5515 Corrections	Summary Deposits	Manual Refunds
Time of Event	As Needed		Every 2 Weeks	Monthly when received from LS	As Needed	As Needed	Daily

Distribution

N/A

Ownership

The Job Title is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

Activity Preface

This activity is performed whenever an ACS contractor needs to enter a Direct Loan transaction.

This procedure continues from:

Entering Manual Journal Entries Using Oracle GL [PROA0002]

First Time Sign-On--Installing Jinitiator [PROX0002]

Querying in Oracle [PROX00]

Run, View, and Print Reports [PROX0005]

First Time Sign-On--Installing Jinitiator

1. Log into FMS. Single click on the First Time Sign-On--Installing Jinitiator Link located in the Activity Preface section for logging onto FMS.

Querying in FMS

2. Single click on the Querying Link located in the Activity Preface section for Query procedures.

Run, View, and Print Reports in FMS

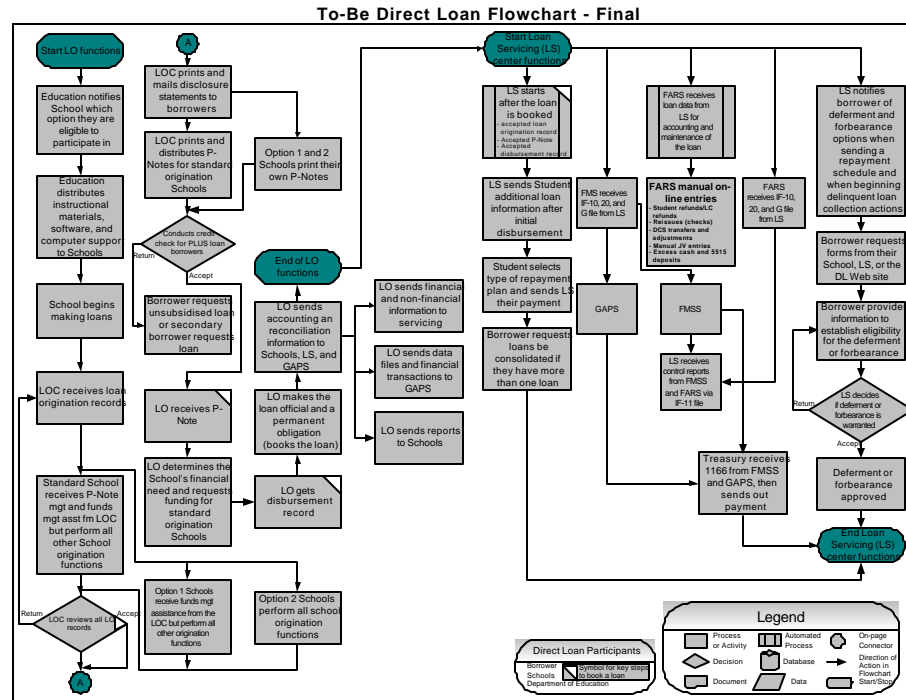
3. Single click on the Run, View, and Print Reports Link located in the Activity Preface section to Run, View, and Print Reports.

Entering Manual Journal Entries Using Oracle

4. To enter a manual journal entry, single click on the Entering Manual Journal Entries Using Oracle GL Link located in the Activity Preface section.

Direct Loan Flow Process

5. The following is the Direct Loan Flow Process:



End of activity.

